Board Work Session at 6:00 pm, prior to the regular board meeting.

Muskegon Charter Township (MCT) Regular Board Meeting Minutes February 21, 2017

A. CALL TO ORDER: Supervisor Kieft called the meeting to order at 7:00 pm and led the pledge of allegiance.

B. INVOCATION: Given by Clerk Oakes

Present: Hughes, Ream, Oakes, Wood, Kemp, Hernandez, Kieft; Absent - None **Also present:** Staff: Rental Housing Supervisor Fredericksen, Fire Chief Glotzbach, Police Chief Wypa, DPW Director Sanders, Planning Commissioner Singerling and 1 guest.

Meeting was recorded and labeled the February 21, 2017 regular board meeting.

C. APPROVAL OF AGENDA - It was moved by Trustee Kemp and second by Trustee Hernandez to approve the agenda. **Motion Carried**

D. PUBLIC COMMENTS FOR ITEMS ON AGENDA ONLY - None

E. CONSENT AGENDA

- 1. Approval of Regular Board Meeting Minutes February 6, 2017
- 2. Planning Commission Minutes January 9, 2017
- 3. Fire Committee Meeting Minutes February 13, 2017
- 4. Police Committee Meeting Minutes February 2017
- 5. Fire Department Monthly Report January 2017
- 6. Police Department Monthly Report January 2017
- 7. Fire Department Annual Report 2016

It was moved by Trustee Hernandez and second by Treasurer Wood to approve the consent agenda. Supervisor Kieft commended Fire Chief Glotzbach on his annual report. **Motion Carried**

F. UNFINISHED BUSINESS - None

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G. NEW BUSINESS

1. Weekly Check Runs and Total of all Checks – \$ 117,455.95

It was moved by Trustee Hughes and second by Clerk Oakes to approve payment of the weekly and semi-weekly bills of \$ 117,455.95 from the appropriate accounts.

7 - Yeas: Hughes, Ream, Oakes, Wood, Kemp, Hernandez, Kieft 0 - Nays Absent: None **Motion Carried**

2. Approval for Millage Information Mailing

It was moved by Trustee Kemp and second by Trustee Hernandez to approve the millage information mailing as presented in the Board packet. Bid awarded to KCI for a total cost of \$3,218.26. Trustee Hernandez thanked Treasurer Wood for the work he did to complete this pamphlet.

7 – Yeas: Ream, Oakes, Wood, Kemp, Hernandez, Hughes, Kieft 0 – Nays: Absent: None **Motion Carried**

3. Approval of Local Road Project(s) Contract – 2017 Chip Seal

It was moved by Treasurer Wood and second by Trustee Hernandez to approve the local road project(s) contract for 2017 Chip Seal as presented in the Board packet. DPW Director questioned the need to have the water manholes raised during the process of these roads being chip sealed. Supervisor Kieft stated that there needs to be some further discussion on this with the County.

7 - Yeas: Oakes, Wood, Kemp, Hernandez, Hughes, Ream, Kieft 0- Nays Absent: None **Motion Carried**

4. Approval of 2017 Local Road Brine Program

It was moved by Treasurer Wood and second by Trustee Ream to approve participating in the 2017 local road brine program as presented in the Board packet for a cost not to exceed \$9,000.

7 – Yeas: Wood, Kemp, Hernandez, Hughes, Ream, Oakes, Kieft 0 – Nays: Absent: None **Motion Carried**

5. Consideration of Purchasing and Bid Policy

It was moved by Clerk Oakes and second by Trustee Hughes to approve the Purchasing and Bid policy as presented. Trustee Ream stated at this time he could not support an increase to these limits due to where the Township is financially.

6 – Yeas: Kemp, Hernandez, Hughes, Oakes, Wood, Kieft

1 – Nay: Ream Absent: None **Motion Carried**

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G. NEW BUSINESS continued:

6. Consideration of Rental Inspections Services Agreement with Norton Shores

It was moved by Treasurer Wood and second by Trustee Kemp to approve the Rental Inspections Services Agreement with the City of Norton Shores as presented. Supervisor Kieft thanked Rental Housing Supervisor Fredericksen for the work he has done to get this agreement. Clerk Oakes commended Treasurer Wood for his outstanding job of writing this agreement.

7 – Yeas: Hernandez, Hughes, Ream, Oakes, Wood, Kemp, Kieft

0 – Nays: Absent: None **Motion Carried**

7. Consideration of Temporary Employment - Mike Cameron - for Norton Shores Rental Inspections Services

It was moved by Trustee Hughes and second by Clerk Oakes to approve the temporary employment of Mike Cameron for Norton Shores Rental Inspections Services and to use Work Box Staffing employment services as presented in the Board packet. The duration of the temporary employment shall be for up to 90 days/8 hours per day.

7 – Yeas: Hughes, Ream, Oakes, Wood, Kemp, Hernandez, Kieft 0 – Nays Absent: None **Motion Carried**

8. Approval to Hire Clerical Employee through Office Staffing

It was moved by Treasurer Wood and second by Trustee Hernandez to hire a part-time (25 hr. /wk.) clerical employee through Office Staffing as presented in the Board packet.

7 – Yeas: Ream, Oakes, Wood, Kemp, Hernandez, Kieft

0 – Nays Absent: None **Motion Carried**

Consideration of SAW Grant Implementation Contact with Johnson & Anderson

It was moved by Treasurer Wood and second by Trustee Ream to approve the SAW grant implementation contract as presented in the Board Packet. Clerk Oakes and Supervisor Kieft thanked DPW Director Sanders, Treasurer Wood and Randy Parrett P.E., Principal for Johnson and Anderson (J&A) regarding all the work they have done to make this happen. Trustee Kemp was very pleased to see that the contract included performing site inspections to inventory and assess grease traps.

7 – Yeas: Oakes, Wood, Kemp, Hernandez, Hughes, Ream, Kieft

0 – Nays Absent: None **Motion Carried**

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G. NEW BUSINESS continued:

10. Resolution No. 17-10 – Support Emergency Management Plan It was moved by Trustee Kemp and second by Trustee Hernandez to approve Resolution No. 17-10.

7 – Yeas: Wood, Kemp, Hernandez, Hughes, Ream, Kieft 0 – Nays Absent: None **Motion Carried**

11. Resolution No. 17-05 — Adoption of Ordinance No. 17-02 - Rezone Property Located at 2116 N. Sheridan Rd. from RR, Rural Residential to R-1, Single Family Residential

It was moved by Clerk Oakes and second by Supervisor Kieft to approve Resolution No. 17-05, the adoption of Ordinance No. 17-02.

7 - Yeas: Kemp, Hernandez, Hughes, Ream, Oakes, Wood, Kieft 0 - Nays Absent: None **Motion Carried**

H. PUBLIC COMMENTS:

- 1) Chief Dave Glotzbach Walker Rd Stated that all the years he has been here this policy has not been updated. He thanked the Board and appreciated their approval of the purchasing and bid policy. He saw this approval, not as a mandate to spend money but viewed it as a means of being more efficient.
- **I. ANNOUNCEMENTS:** (1) Trustee Hughes stated that Commissioner S. Hughes was not feeling well this evening and therefore had to miss the Board meeting. (2) Trustee Kemp gave a detailed review of his position regarding the Veteran's property tax exemption (taking revenue from the local municipalities). He emphasized and showed several documents of the best way the State could give the Veterans an exemption. Put it on the MI-1040 (State funded). HB 5169 would accomplish this but it was not passed. He also stated that the State legislators still don't get this.
- **J. ADJOURNMENT:** It was moved by Treasurer Wood and second by Trustee Kemp to adjourn the meeting at 7:42 pm. **Motion Carried**

Reviewed by	_ Recorded by
David A. Kieft Jr, Supervisor	Clerk - Ann D. Oakes, CMC, CMMC